

**CENTRAL COTTAGE CORPORATION OF INDIA LIMITED**

(A Govt. of India Undertaking, Ministry of Textiles)



**Engagement of Security Agency for providing security services to  
Central Cottage Industries Corporation of India Ltd.  
at its Kolkata Branch**

TENDER DOCUMENT

1. TENDER NOTICE
2. LETTER
3. TECHNICAL FORMAT
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5. SELECTION CRITERIA
6. TERMS & CONDITIONS
7. STANDARD INSTRUCTOINS TO BIDDERS

## 1. DEFINITIONS

**CCIC** shall mean Central Cottage Industries Corporation of India Limited.

**Bidder** shall mean the firm who participates in the tender and submits its Bid.

**Bid/ Proposal** shall mean the Bid submitted by the Bidders in response to this tender.

**Bid Validity Period** shall mean a period of not less than **180 days** from the last date for submission of the Bid Proposal.

**Services** shall mean providing security services to CCIC at its Kolkata Branch.

**2. Successful Bidder** The Bidder who interalia meets the following requirements

- (a) meets the Technical and Financial criteria;
- (b) whose Bid Proposal are acceptable to the evaluation committee of CCIC and
- (c) adheres / consents to adhere to all other conditions laid by CCIC.

## 3. BRIEF ABOUT CCIC

Central Cottage Industries Corporation of India Limited (CCIC) is Government of India Undertaking under Ministry of Textiles. CCIC operates retail showrooms in the name and style of Central Cottage Industries Emporium in New Delhi, Mumbai, Kolkata, Bengaluru, and Chennai. CCIC also has showrooms on franchise basis in Gurgaon, Patna, Bodh Gaya and Rajgir. The first overseas showroom on franchisee basis was opened in Copenhagen, Denmark in April,2009.

CCIC retails high quality handicrafts and handlooms products from all over the country. The handlooms includes, Sarees, shawls, ready-to-wear for men, women, children, accessories, Home furnishing such as table Linen and Bed Spreads, material for dresses and other made ups. Handicrafts products include brassware, marble ware, art objects, lamps, furniture and wooden ware, carpets, pottery and terracotta items.

CCIC showrooms are visited by VVIPs, art lovers, delegates, dignitaries, NRIs and foreign tourists. Many Heads of states and Spouses have visited Central Cottage Industries Emporium during the last few years. A visit to CCIC invariably finds a place in the itinerary of a foreign tourist as this provides an opportunity to witness the rich heritage, tradition and culture of India.

CCIC sources its merchandise directly from artisans, weavers, potters, sculptors and craftpersons. It has a large base of artisans and craftsmen from all over the country. Many of the suppliers are National Awardees, State Awardees and Shilpgurus. This provides a marketing platform for craftpersons of India to market their production for their sustained development.

By virtue of its long experience in handicrafts business spanning over 58 years, CCIC has a brand name and goodwill for quality.

**CCIC intends to engage a Security Agency for providing security services at its Kolkata Branch.**

**4. BID SCHEDULE & VENUE**

<b>S.No.</b>	<b>Activity</b>	<b>Scheduled Date &amp; Time</b>
1.	Date of commencement of Bid Document	From the date of uploadation of Tender document i.e. 19/07/2011
2.	Pre-Bid Conference	-----
3.	Last Date to obtain Bid Document	Can be downloaded from the website of CCIC from 19.07.2011. onwards.
4.	Submission of Technical & Financial Bid	Bids should be dropped in tender box for the same purpose, upto 12.08.2011 till 1:00 PM
5.	Location of Tender Box	Dak Section / Admn. Dept. of Central Cottage Industries Corporation of India Ltd., 7, Jawaharlal Nehru Road, Chowringhee, Kolkata – 700 013.
6.	Venue of Opening of Technical Bid	Board Room, Central Cottage Industries Emporium, 7, Jawaharlal Nehru Road, Chowringhee, Kolkata – 700 013.
7.	Date & time of Opening of technical Bid	At 4.00 PM on 12.08.2011.

## 5. THE TENDER

CCIC invites tenders for engagement of a Security Agency for providing Security Services at its Kolkata Branch subject to terms and conditions given hereunder:

### 5.1 SUBMISSION OF BID

The Bidding Process shall be in two parts, viz.

**Part- I: Technical Bid**

**Part- II: Financial Bid**

The tenders are required to be submitted in two sealed envelopes duly marked A&B separately i.e. Envelope (A) will contain Tender application Form alongwith document of eligibility criteria and earnest money and other supporting documents, superscribing the same as “**Technical Bid for engagement of a Security Agency** to provide security services to CCIC at its Kolkata Branch”. Envelope (B) will contain the rates offered by the Tenderes in the prescribed proforma alongwith **each page of terms and conditions duly signed** superscribing the same as “**Financial Bid for engagement of a Security Agency** to provide security services to CCIC at its Kolkata Branch”.. The envelope ‘B’ will be opened only if the tenderer fulfills the eligibility criteria as contained in envelope ‘A’. The envelopes containing the Technical Proposals, Financial Proposals, EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked “DO NOT OPEN, BEFORE [insert the time and date of the opening of Technical Bid]”and superscribing the same as “**Bid for engagement of a Security Agency** to provide security services to CCIC at its Kolkata Branch”.. The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. **If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

The bidder should take care in submitting the bid properly filed so that enclosed papers are not found loose and fall apart at the time of opening of the tender or later. The bid document should be properly numbered and signed on each page by the authorised signatory of the company under company seal and submitted in a file in proper manner so that paper do not bulge out and tear during scrutiny.

### 5.2 Parts of Technical Bid

**ANNEXURE - I** contains instructions for the bidders.

**ANNEXURE – II** is the format for Technical Bid

**ANNEXURE-IV** – Declaration by bidder.

**ANNEXURE-V** – Covering letter for submission of proposal by Security Agencies

**ANNEXURE – VI** – Detailed terms & conditions - To be submitted along with Technical Bid

**PROFORMA ‘A’** Formal agreement

**5.3 Part of Financial Bid**

**ANNEXURE – VII** is the format for Financial Bid.

**ANNEXURE-VIII** Covering letter for submission of Financial Bid

Bids with all the relative annexure as above should be dropped in tender box kept at Dak Section, General Administration Department of Central Cottage Industries Corporation of India Ltd., 7, Jawaharlal Nehru Road, Chowringhee, Kolkata – 700 013 by the date of Submission of Bid as per Bid Schedule/Venue on Page No 3.

To ensure uniformity at the time of evaluation and finalization of offers the bidder shall *strictly follow the format & procedure* indicated in the Annexure.

**5.4 Earnest Money Deposit**

Technical Bid must be accompanied by a Pay order/demand Draft of **Rs.10,000/-** (Rupees Ten Thousand only) favouring “**CCIC OF INDIA LTD.** “towards EMD payable at Kolkata. ***Technical bids not accompanied with the above Pay order/Demand Drafts are liable to be rejected.*** The EMD of unsuccessful bidders will be returned to them on completion of the tender process. No interest shall be paid on the EMD. If any of the selected bidders, refuses/ or is unable to execute the order, his EMD will be forfeited.

The EMD deposited by the successful bidder shall be adjusted towards Security Deposit to the extent of 5% value of monthly bill. The successful bidder will make payment equivalent to the difference amount to CCIC to bring the Security Deposit to the level of 5% of Bid value.

- 5.5 EXAMINATION OF TECHNICAL BIDS : The Technical bids will be examined by the Technical Committee of CCIC which may call for clarifications/ additional information from the bidders which must be furnished to the Technical Committee in the time stipulated by the Technical Committee.
- 5.6 VALIDITY OF TENDER : Financial Bid of the bidders short-listed by the Technical Committee will only be opened. The rate quoted in Financial Bid should be inclusive of all taxes, duties, etc. The quote should be firm and valid for six months from the date of Tender Closing Date i.e. 12.08.2011. No price escalation on any ground whatsoever will be entertained during the period of validity of the rates.
- 5.7 The tender shall be awarded to the lowest Financial Bidder selected through the evaluation of Technical Bid process.

Yours Faithfully

-sd-  
(Arup Sinha)  
Dy. Manager (Kolkata Branch)

## Annexure-I

### 6. INSTRUCTIONS TO THE BIDDER

#### 6.1 GENERAL TERMS & CONDITIONS OF THE TENDER

- 6.1.1 Sealed tenders(superscribing Bid for Providing Security Services) are invited from Bonafide Security Agencies at the Offices of Central Cottage Industries Corporation of India Ltd. at Kolkata Branch.
- 6.1.2 The response to the present tender will be submitted in two stage bidding process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short-listed, the Financial Bid of the bidder will be opened.
- 6.1.3 Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- 6.1.4 Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- 6.1.5 The original proposal, both technical and financial proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the proposal must initial such corrections.
- 6.1.6 An authorized representative of the security agency shall initial all pages of the original Technical and Financial proposals. The authorization shall be in the form of a written power of attorney accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial proposals shall be marked "ORIGINAL".
- 6.1.7 Any proposal received by the Employer after the deadline for submission shall be returned unopened.
- 6.1.8 CCIC reserves the right to accept / reject any or all quotations without assigning any reasons therefor.
- 6.1.9 Any new set of terms and conditions from the bidders is not acceptable to CCIC.
- 6.1.10 CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- 6.1.11 The bidder(s) who do not qualify in the technical bid will not be considered for financial bidding.
- 6.1.12 No binding legal relationship will exist between any of the Respondents and CCIC until execution of a contractual agreement / Issuance of Work Order. Bids must remain valid and open for evaluation according to their terms for a period of at least six (6) months from the time of submission of Bids.

- 6.1.13 CCIC may, in its absolute discretion, seek additional information or material from any Respondents after the Bids closes and all such information and material provided must be taken to form part of that Respondent's response.
- 6.1.14 Respondents should provide details of their Fax, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
- 6.1.15 The Security Agencies shall possess the police verification certificates of its security guards and must attach the copies of verification certificates from Police Department.
- 6.1.16 The Security Agencies shall also attach list of its clients, performance certificates including Government bodies & PSUs.
- 6.1.17 Any sister concern of the applicant is not permitted to apply against the same tender. Sister concern means a company, partnership firm or proprietorship firm having one or more common persons as Directors/partners/owners in the applicant firm.
- 6.1.18 If CCIC, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then CCIC reserves the right to communicate such response to all Respondents.
- 6.1.19 CCIC may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the bid closes to improve or clarify any response.
- 6.1.20 Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.
- 6.1.21 The Proprietor/authorised representative of Security Agencies will be required to give a declaration in the enclosed proforma(Annexure IV).
- 6.2.1 **NAME OF WORK: "to provide security services to CCIC at its Kolkata Branch"**
- 6.2.2 Please read the terms & conditions governing the tender carefully.
- 6.2.3 Please fill in the relevant information in the blanks provided.
- 6.2.4 Please sign in full by the Authorised Signatory(ies) with Company Seal in all the relevant Annexure and return the complete set in sealed cover.
- 6.2.5 Sealed Envelop of Bids should be dropped in Tender Box kept in Dak Section, General Administration Department, CCIC of India Ltd., 7, Jawaharlal Nehru Road, Chowringhee, Kolkata – 700 013. No advance copy of bid through Email/Fax or in any other form should be disclosed to any of the employee of CCIC/ bidder.
- 6.2.6 No consideration will be given to bids received after the time stipulated above and no extension of time will be permitted for submission of quotation.
- 6.2.7 The bidder will submit his Bids after carefully examining the document/conditions and the items covered under the tender.
- 6.2.8 Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.

- 6.2.9 All prices quoted in financial bid should be inclusive of all taxes, duties, levies etc CCIC will not issue certificates of any kind pertaining to tax exemptions. The rate of taxes & duties included needs to be mentioned in Financial Bid.
- 6.2.10 During the validity period of tender quotes, any upward change in the duty or tax are to be borne by the bidder. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the quotation or in the Letter of Intent.
- 6.2.11 Canvassing in connection with tender process is strictly prohibited and bids submitted by bidders who resort to canvassing are liable to be rejected.

7. CONDITIONS GOVERNING THE TENDER:

Signature: The authorised person(s) should sign the Tender Document and related Annexure only. A copy of the letter issued by competent authority authorising the person(s) to sign on behalf of the company should be enclosed.

8. SCOPE OF WORK

To provide security services to CCIC at its Kolkata Branch.

9. MINIMUM ELIGIBILITY CRITERIA

The Bidder must satisfy the following minimum criteria.

- 9.1 The Security Agencies shall have at least experience of Three Years in this field and should have annual turnover of minimum **Rs.25.00 lakh** (Rupees Twenty five Lakh) as receipts during the preceding three years (i.e. 2007-2008, 2008-2009 & 2009-2010). An audited copy of Balance Sheet, Profit & Loss account and Audit report if any, attested by a Chartered Accountant, be submitted as supporting documents.
- 9.2 The Security Agencies shall have at least 100 number of Security Guards in the Agency and will attach the proof of their employment.
- 9.3 The Security Agencies blacklisted and/or debarred on the basis of FIR lodged against him or any other fault connected with Security services are not eligible. Bidder has to give a declaration as per Annexure-IV.
- 9.4 The Security Agencies should be valid holder of Licenses obtained under various statues. In support, copies of Registration Certificates with the Government Departments are required.

10. BIDDER NOT TO MAKE ALTERATION IN TENDER DOCUMENT:

No alterations, which are made, by the bidder in the specifications accompanying this notice shall be recognised, and if any such alterations are made, the quotation shall be invalid. Any quotation, which purports to alter, vary or omit any of the conditions herein, is liable to be rejected.

11. BIDDER TO GATHER ALL INFORMATION

- 11.1 Bidder to gather all information for the purpose of submission of bids. He will also bear cost for submitting the bid.

- 11.2 The bidder must obtain for himself on his own responsibility and at his own expenses all the information necessary including risks, contingencies and other circumstances to enable him to prepare a proper quotation and to enter into a contract with CCIC.
- 11.3 The bidder should also bear all the expenses in connection with the preparation and submission of his quotation.
- 11.4 The bidder whose quotation is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.

12. RATES SHOULD BE COMPLETE IN ALL RESPECTS.

- 12.1 The rates must be complete in itself, properly worked out to cover all the bidder's obligations under the contract and all matters and things necessary for the proper completion of the work, and the rates quoted therein must be correct and sufficient to cover the bidder's costs, overheads and profits etc. The same shall not be allowed to be reworked.
- 12.2 The Security Agencies are required to quote their rates in terms of Rs. Per security guards with break up i.e. ESI, PF, DA, Service Tax etc.
- 12.3 The participating tenderers shall quote their rates on a firm and fixed basis. Conditional or incomplete tenders are likely to be summarily rejected.

13. VALIDITY PERIOD OF BID

The bid should be firm for a minimum period of six months from the date of submission of bids.

14. Rights of CCIC:

- 14.1 CCIC does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason therefore.
- 14.2 While placing the award of contract, CCIC further reserves its right to delete or reduce any item without assigning any reason therefore.

15. PAYMENT TERMS:

Payment will be made by the Corporation to the Security Agency on monthly basis and normally within 15 days on receipt of the bill(s) provided the Security Agency has complied with all the terms and conditions of the contract. The payment for a particular month will be made in full only after verifying the attendance of the security guards at its offices.

16. SUBCONTRACTING NOT ALLOWED WITHOUT PERMISSION OF CCIC

The bidder shall not, without the prior written consent of CCIC sub-contract or permit anyone other than the bidder's own personnel to perform any of the work, services or other performance required of the bidder.

17. DETAILED TERMS & CONDITIONS

Detailed terms & conditions are given in Annexure-VI. The bidders are required to submit the same, duly signed, along with the Technical Bid.

18. FORMAL AGREEMENT

After the award of Contract, the bidder will be required to enter into an agreement with CCIC within ten days as per proforma "A" containing terms and conditions governing the contract.

**Annexure-II**

**Format for Technical Bid**

To,  
Central Cottage Industries Corporation of India Ltd.  
7, Jawaharlal Nehru Road,  
Chowringhee,  
**Kolkata – 700 013.**

**Description of the works : Engagement of Security Agency by CCIC at its Kolkata Branch**

1.	Name of The Bidder (Company Name)	
2.	Address of Corporate Office	
3.	Address of Dealing Branch Office	
4.	Telephone No	
5.	Fax No.	
6.	Contact Person for the Project With Telephone No, Email	
7.	Details of work experience with proof a) with Govt. bodies/PSUs b) with any other company	
8.	Type of Business	
9.	Details of sister concerns (i) Name and Address (ii) Activities engaged in by sister concerns (iii) Name, address and telephone numbers of proprietors/Directors/Partners of Sister concerns	
10.	Constitution of the Firm Whether proprietor or Partnership or Co.op. society or Company(enclose copy of partnership deed/registration of society/Memorandum and Articles of Association, duly attested) Whether registered or not, in case registered, Registration No. and date/place of Registration or incorporation. Whether registered with DGR	If Yes, Registration No. ....
11.	PF No. ESI No. PAN No. Service tax no.	Registration/License No. obtained under various statutes applicable for running the security agency.

12.	Details of proprietor or partners or Directors i.e. their names, address, telephone numbers, CV (Attested copies of registered partnership Deed, Form A&B to be enclosed)	--Please enclose separate annexures--
13.	Does your company have an existing relationship with CCIC? Describe the nature and extent of this relationship. OR If worked with CCIC earlier, give details of the period for which worked and under what name & style	
14.	Financial status Whether Income Tax Assessee or not	
15.	Turnover (enclose a copy each of audited balance sheet, Profit & Loss A/c. as well as Attested copies of Assisment orders>Returns filed with Income Tax Deptt. For the last 3 years)	
	Year 2009-10	
	Year 2008-09	
	Year 2007-08	
16.	i) Details of bankers, addresses, telephone numbers and Bank A/c Number ii) Details of credit limits, if any	
17.	Whether any criminal case or FIR filed against any partner or proprietor or director or convicted by any Court of Law or any other Act pending in any other Court of Law if so, give details.	
18.	The amount of earnest money deposited with Demand Draft/Pay Order No, date and the Nationalized Bank on which drawn.(Cheque will not be accepted)	

Signature of Authorized Signatory:\_\_\_\_\_

Name and Title Of Authorized Signatory:\_\_\_\_\_

Name of Firm/Company:\_\_\_\_\_

19. CONTACT DETAILS OF THE EXISTING CLIENTS OF THE BIDDER

<b>Sl. No.</b>	<b>Contact Details of the existing clients of the Bidder</b>	<b>Running live since date</b>

**20. CONTACT DETAILS OF THE BIDDER**

Name of the company	
Company's address in India	
Contact Person	
Telephone no.	
Fax	
E-mail address	

**Declaration:**

1. The particulars furnished in the above tender form are true to the best of my / our knowledge and belief and no material fact has been concealed therein.
2. I/We undertake to execute the contract in the event of its being awarded by the CCIC of India Ltd., and in the event of my / our failure to do so the Corporation shall be entitled to forfeit the earnest money deposited by me / us and the Corporation shall be free to assign the contract to any other Security Agency at my / our risk and cost.
3. I/We carefully have gone through the attached terms and conditions and I/We undertake to abide by the same and execute necessary agreement containing attached terms and conditions or any additional terms & conditions which the CCIC may like to add with mutual consent.
4. I/We hereby declare that I/We am/are proprietors/ partners/Director in other firm, viz. M/s. \_\_\_\_\_ and these sister concerns have not applied against the same advertisement.
1. I / We hereby declare that no criminal case is pending in any court of India against the Firm / Company or its Partner / Director for any criminal act alleged to be committed in the course of providing the security services by the Firm / Company to any of its Client.
6. The following documents / annexures duly filled in are enclosed :
  - a)
  - b)
  - c)
  - d)

Dated \_\_\_\_\_

Signature of the applicant

Name \_\_\_\_\_  
(in full) & Status in the firm (Seal)

**Covering letter for submission of proposal**

Location\_\_\_\_\_

Date\_\_\_\_\_

To:

Dy. Manager (Kolkata Branch)  
Central Cottage Industries Corporation of India Ltd.  
7, Jawaharlal Nehru Road,  
Chowringhee,  
**Kolkata – 700 013**

Dear Sirs:

We, the undersigned, offer to provide security services in accordance with your request dated\_\_\_\_\_ 1. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,  
Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of Firm:  
Address:

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.  
(A GOVT. OF INDIA UNDERTAKING)  
7, JAWAHARLAL NEHRU ROAD, CHOWRINGHEE,  
KOLKATA – 700 013.**

**TERMS & CONDITIONS**

1. The contractor shall provide security guards approximately Eleven ( four helpers, six security guards and one electrician) in numbers at the offices of Central Cottage Industries Corporation of India Ltd at Kolkata for providing security.
2. The number of security guards required by the CCIC is approximately Eleven. These security guards will be required to render their services at the offices of CCIC at Kolkata. The Corporation shall intimate the actual number of security guards to be employed at several offices of CCIC in Kolkata on weekly/monthly basis.
3. The Corporation shall have the exclusive right to appoint one or more security agency for providing security at its offices in Kolkata and to divide the work between such Security Agencies in any manner that the Corporation may decide and no claim shall lie against the Corporation by reason of such division of work.
4. The agreed rate(s) by the Security Agency shall be valid during the period of the contract and also during the extended period, if any.
5. No escalation on any account of increase in labour or incidental charges shall be permissible by the Corporation to the Security Agencies during the period the contract remain in force.
6. The contract shall remain in force for a period of two years from the date of award and the said period may be extended upto three months or till the new contract is finalized, on the same terms & conditions at the sole discretion of the Corporation and subsequently up to two years with the mutual consent of the parties in writing.
7. Payment will be made by the Corporation to the Security Agency on monthly basis and normally within 15 days on receipt of the bill(s) provided the Security Agency has complied with all the terms and conditions of the contract. The payment for a particular month will be made in full only after verifying the attendance of the security guards at its offices.
8. Income tax shall be deducted at source from the payment made to the Security Agency from time to time, in accordance with the Income Tax Act/Rules as applicable.
9. The Security Agency shall provide the security guards at its various offices in Kolkata as per the requirement of the Corporation and ensure that the security guards will render its services with all efficiency, diligence, honesty and as per instruction given by

CCIC in this behalf. However, in special cases the contractor may be required to arrange more number of security guards at short notice and he shall be bound to comply with such requisitions, for which the Security Agency will be paid as per quotation given.

10. All the Security Guards shall be in proper clean uniform as prescribed by the Security Agency.

11. The Security Guards provided by the Security Agency shall be in Height of 5'6'' or above and shall be in good health, athlete carrying baton. Any Security Guards found in possession of Liquor or found to have consumed alcohol or any intoxicated substance shall have the effect of terminating the contract.

12. The Security Agency shall ensure that all the security guards deployed by it shall be adequately educated & are well versed with the general rule of discipline of the CCIC. The Security Agency shall also ensure that the security guards deployed by it are not convicted by any court of law for any offence/s.

13. The Security agency shall ensure that the security guards deployed by it are aware with the locality of Kolkata. The Security Agency shall ensure that there will be only prescribed number of Security Guards at the prescribed office. It is the responsibility of the Security Agency that its security guards have reached the offices of CCIC on time. CCIC shall not pay any travel allowance to the security guards for reaching the offices of CCIC.

14. The Security Agency shall be responsible for the safety of the premises, offices, showrooms, godowns etc of CCIC & its employees. The security guards of the Security Agency shall also carry licensed weapons if asked by CCIC.

15. The Security Agency will ensure that a complaint book is maintained by the security agency at the offices of CCIC. The complaint book(s) shall be regularly made available to the concerned authorised representative of the Corporation for going through and attending to the complaints/suggestions given. The contractor shall ensure that all suggestions/ complaints are attended to and rectified promptly.

16. Under no circumstances shall the number of security guards be reduce to the prescribed number of security guards at the prescribed offices of CCIC.

17. The Corporation shall have the right to terminate the agreement and forfeit the Security Deposit after giving a notice, if it is found that the security guards of the security Agency are found involved in any anti social, illegal activities during the course of the agreement.

18. None of the parties shall be liable or responsible for failure to perform or delay in performance of their respective obligations thereunder if such failure or delay is due or attributable to or arises out of any Force Majeure event, provided notice of occurrence of any Force Majeure event is given by the contractor to the Corporation within a period of thirty (30) days of such occurrence. The Managing Director/Chairperson of the Corporation shall be empowered to decide on the basis of facts and circumstances as to whether the doctrine of Force Majeure is applicable.

19. To the extent that the event is not within the reasonable control of the contractor whose performance under this Contract is affected thereby, for the purposes of this Contract, Force Majeure may mean and include any of the following events or circumstances : fire, epidemic, act of God, hostilities, armed conflicts, civil disturbances, acts of the public enemy or belligerents, riots, earthquake, government laws, orders and/or rule and regulations.

20. The Security Agency shall be solely and exclusively responsible for any loss incurred by the Corporation on account of any disputes between the Security Agency and its Security Guards and shall be exclusively responsible for such personnel under any/statutory enactments under the laws applicable of them.

21. The Security Agency shall be fully and absolutely responsible for the payment of all central, state and local taxes and contributions, including penalties and interest, imposed pursuant to income tax, workmen's compensation or any other similar statute, to the Security Guards and/or personnel engaged and/or deputed by the Security Agency pursuant to this contract and the Security Agency shall be solely responsible for any liability to third parties resulting from the negligent or intentional acts or omissions of the Security Agency, its security Guards, employees arising from or occurring in the course of this contract and shall indemnify and keep indemnified the Corporation and its officers in this regard.

22. The Contractor shall normally render his service during whole day and night at the offices, showrooms, etc. of CCIC but the working hours may be extended by the Corporation during exigencies and in public interest.

23. In case of any misappropriation, loss or damage to the property of CCIC, the Security Agency shall be liable for action under the Act applicable.

24. The Security Agency shall issue identity cards, to its Security Guards, representatives etc. at his own cost.

25. On selection of a Security Agency, the EMD of Rs.10,000/- shall stand automatically adjusted into Security Deposit of Rs.10,000/-. The Security Agency shall be required to make the payment equivalent to the difference amount to CCIC to bring the security deposit to the level of 5% of bid value in the form of FDR / DD in favour of the Corporation from a Nationalised Bank, after the award of the contract within stipulated period mentioned in the award letter. The security in form of FDR/DD shall be valid for two years.

In case of extension of contact period, the security deposit shall also be required to be extended for the extended contract period.

26. The Corporation shall not be liable for payment of any interest on the Security Deposit for the time it is held by the Corporation. Neither any interest shall be payable in case of delay in release of security deposit on account of claim raised or any disputes regarding any amount due from the Security Agency by Corporation or any other party.

27. The Security Deposit will be refunded to the Security Agency on due and satisfactory performance of the services subject to such deductions from the security as may be necessary for making up of the Corporation's claims against the contractor.
28. In the event of security being insufficient or if the security has been wholly forfeited, the balance of the total sum recoverable as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to the contractor under this or any other contract with the Corporation. Should that sum also be not sufficient to cover the full amount recoverable, the contractor shall pay to the Corporation on demand the remaining balance due within a specified period prescribed by the Corporation.
29. In the event of any breach of the terms and conditions of the Agreement, the Corporation shall be empowered to forfeit the security deposit in part or full besides any other penal actions which may be warranted. The managing Director/Chairperson reserves the right to waive the penalties/damages in part or full if the breach is involuntary due to act of God and other exigencies at their sole discretion.
30. The Security Agency shall carry out all services assigned or entrusted to him during the course of business by Managing Director or Chairperson or an officer acting on their behalf and shall abide by all instructions issued to him from time to time by the said officer(s). He shall render the services to the satisfaction of the Managing Director or Chairperson or an officer acting on their behalf together with such ancillary and incidental duties, services and operations as may be indicated by the said officer(s) and which are not inconsistent with the terms and conditions of the agreement. The contractor shall always be bound to act with reasonable diligence and in a business like manner.
31. In the case of partnership firms, the Contractor shall submit to the Corporation a copy of its Partnership Deed duly attested alongwith a copy of Form A and Form B of the Registrar of Firms. In case of a company, the company shall submit a copy of its Memorandum and Articles of Association.
32. The Security Agency shall not make any change in the constitution of the company/firm in any manner, during the currency of the contract, without seeking prior approval of the Corporation. The contractor shall notify to the Corporation the death/resignation of any of the Directors / partner(s) immediately on the occurrence of such an event. On receipt of such notice, In case of a partnership firm, the Corporation shall have the right to terminate the contract or to enter into contract with the surviving partner(s) legally authorised to do so at the discretion of the Corporation on the same terms and conditions.
33. In the event of the Security Agency having been adjudged insolvent or going into liquidation or winding up of his business or making arrangements with his creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract, the Chairperson shall be at liberty to terminate the contract forthwith without prejudice or any other rights or remedies under the contract and to get the work done for the unexpired period of the contract at the risk and cost of the Security Agency and to claim from the Security Agency any resultant loss sustained or costs incurred.

34. The Security Agency shall not sub-award, transfer or assign the contract or any part thereof in any manner without the previous written approval of the Corporation. In the event of the Security Agency contravening this condition the Corporation shall be entitled to entrust the work to anyone else at the risk and cost of the Security Agency.

35. All Security Guards/ personal employed by the Security Agency shall be engaged by him as his own servants in all respects and the responsibility under the Indian Factories Act or the Workmen's Compensation Act, Employees Provident Fund Act or Contract Act or Bonus Act or any other similar enactment in respect of all such personnel shall be that of the contractor. The Security Agency shall be bound to indemnify and shall keep indemnified the Corporation against all claims whatsoever in respect of the said personnel and Workmen's Compensation Act or any statutory modification thereof or otherwise or in respect of damage or compensation payable in consequence of any accident or injury sustained by any workmen or other persons whether in employment of the Security Agency or not. In case the Corporation is held responsible for making any kind of payment to the employees of Security Agency under any statutory provision, the said amount shall be deducted from the bills of the Security Agency or recovered from the amount of security deposit or in any other manner.

45. The Security Agency shall engage competent and adequate Security guards and trained personnel to the satisfaction of the Managing Director or Chairperson or an officer acting on their behalf for ensuring rendering efficient service . The Security Agency shall be responsible for the good conduct of his employees security guards and shall compensate the Corporation for losses arising from neglect, carelessness, want of skill or misconduct by him or his servants or representatives.

37. The wages/overtime to the guards/staff engage by the contractor shall be borne by the contractor. The guards/staff through whom the work undertaken by the Security Agency in the agreement is performed shall exclusively be the employees of the contractor and shall not in any event deemed to be in the employment of the Corporation.

38. All the liabilities, responsibilities, direct or indirect, in respect of said security guards/staff arising under law in force shall be that of the Security Agency and the Corporation shall not be responsible for it in any manner whatsoever.

39. It shall be the sole responsibility of the Security Agency to arrange security guards for implementation of this agreement. The Corporation shall not, in any manner, be responsible to sort out any labour problems during the period of this agreement. The Corporation shall have the right to terminate this agreement and forfeit the security deposit, without notice, in case the Security Agency is unable to implement the agreement on account of any labour problems; and shall get the work executed, in part or full, at the risk and cost of the contractor.

40. The Corporation shall review the arrangements based upon the performance of the Security Agency in all respects from time to time.

41. The Corporation reserves the right to terminate the contract at any time and for any reason, whatsoever but not limited to breach of any of the terms and conditions of the

contract by the Security Agency, without assigning any reasons thereof after giving one week's notice in writing.

A party shall be deemed to have been served with a notice in writing as envisaged in this contract, in case the same is sent by registered post/speed post/courier or facsimile transmission at the address given in this contract.

42. Any dispute or differences whatsoever between any of the parties hereto, which may at any time hereafter arise during the continuance or termination of this arrangement/contract touching and/or concerning this arrangement/contract, its construction or effect, the rights, duties or obligations of the parties hereto or any other matter in any way connected with or arising out of this arrangement shall be referred to the arbitration of two arbitrators, one to be appointed by each party and an umpire to be appointed by the said arbitrators. It will be no objection that the person so appointed is or was in the employment of the Corporation had during the course of his duties expressed views on all or any of the matter in difference or dispute. The arbitration proceeding shall be held in accordance with and subject to provisions of the Arbitration and conciliation Act, 1996 or any statutory modification/substitution or enactment thereof for the time being in force. The place of arbitration shall be New Kolkata. The English Language shall be the language of arbitration and used throughout the arbitration proceedings. Neither party may object to the selection of the other party's counsel.

Courts of Kolkata alone shall have the jurisdiction in respect of the disputes relating to the present contract.

43. The successful tenderer shall execute an agreement with the Corporation containing all these terms and conditions and other conditions which the Corporation may like to incorporate with mutual consent of parties.

44. The managing Director/Chairperson of this Corporation reserves the right to relax any of the provisions contained herein above.

XXXXXXXXXX

**ANNEXURE-VII**

FORMAT FOR FINANCIAL BID

(TO BE PLACED IN ENVELOP'B')

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.  
(A GOVT. OF INDIA UNDERTAKING)  
7, JAWAHARLAL NEHRU ROAD, CHOWRINGHEE,  
KOLKATA – 700 013.**

DESCRIPTION OF WORK

Rates of Security Guards & casual workers with break up as under along with certification that the rates are as per Minimum Wages Act. (Quotation not sent in accordance with Minimum Wages Act, will not be considered.			
Description	Security Guards 06 NOS.	Casual Workers (Unskilled) 04 NOS,	Electrician 01 NOS,
Basic including VDA			
PF			
ESI			
Bonus			
Weekly off charges (for security guards only)			
Service Charges			
Any other besides above			
Taxes (specify rate and nature)			

**\* Rate should be quoted for one personnel in each category.**

Dated

Signature of the bidder

Name \_\_\_\_\_  
(in full) & status in the firm

(Please see instructions for the bidders).

**Covering letter for submission of Financial Bid**

Location\_\_\_\_\_

Date:\_\_\_\_\_

To  
Dy. Manager (Kolkata Branch)  
Central Cottage Industries Corporation of India Ltd.  
7, Jawaharlal Nehru Road,  
Chowringhee,  
**Kolkata – 700 013.**

Dear Sirs:

We, the undersigned, offer to provide security services in accordance with your request dt.\_\_\_\_\_. Our attached Financial Proposal is for the sum of \_\_\_\_\_( in words and figures]. This amount is inclusive of the\_\_\_\_\_ taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:



CCIC OF INDIA LTD  
KOLKATA

25.05.2011

A limited / advertised tender enquiry is required to be issued for the following work / purchase / services for our department.

1	Title of work / supply / services	Engagement of Security Agency (Services)in Kolkata Branch for four helpers, six security guards and one electrician.
2	Estimated value of work / supply / services (for one time order / annual requirement)	Rs...8.50 Lakhs per annum approx.
3	Mode of publishing (specify whether limited tender / advertised tender as applicable under GFR Rules)	Limited Tender
4	Type of bid system proposed (two bid system comprising technical and financial bid or single financial bid)	Two Bid System
5	Scope of work / supply / services	Services as per detailed scope in Bid documents
6	Time proposed to be allowed to bidder (number of days)	25 days
7	Earnest money proposed to be invited (2% of estimated value of work)	Rs.10,000/- only.
8	Estimated time of completion of work / supply / services from the award date	With in one month of appearing of Financial Bid
9	Payment terms	Monthly
10	Name and designation of Committee Members who will open the bid and submit recommendation	Shri S. Rajasundaram, DM/Sri M.K.Dhar .AM(F) Shri Arup Sinha, DM
11	Detailed terms and condition as annexure VI	As per sheets separately attached.
12	Time period within which bid shall be finalized (should be 30 days maximum)	30 days
13	Eligibility criteria	<p>The Bidder must satisfy the following minimum criteria.</p> <p>The Security Agencies shall have at least experience of Three Years in this field and should have annual turnover of minimum <b>Rs.25.00 lakh</b> (Rupees Twenty five Lakh) as receipts during the preceding three years (i.e. 2007-2008, 2008-2009 &amp; 2009-2010). An audited copy of Balance Sheet, Profit &amp; Loss account and Audit report if any, attested by a Chartered Accountant, be submitted as supporting documents.</p> <p>The Security Agencies shall have at least 100 number of Security Guards in the Agency. The Security Agency shall give full details of manpower strength, organizational structure, composition of Directors, Partners. The Security Agency will attach the proof of employment of its 100 security guards. The Security Agency shall also provide relevant</p>

		<p>information regarding its training facilities given to its security guards.</p> <p>The Security Agencies blacklisted and/or debarred on the basis of FIR lodged against him or any other fault connected with Security services are not eligible. Bidder has to give a declaration as per Annexure-IV.</p> <p>The Security Agencies should be registered with Provident Fund, ESI, and valid holder of Licenses obtained under various statutes. In support, copies of Registration Certificates with the Government Departments are required.</p>
a)	Mandatory experience in the subject of tender	3 Years
b)	Turnover in the each of the last three years (should be targeted as per the guidelines in standard manual) in subject of Tender.	Rs.25.00 Lakh
c)	The clarifications and experience of key management personnel in case of service / consultancy tender	Yes, asked for as per point No. 12 of Technical Bid Format.
d)	Any other criteria which is mandatory for the purpose of services / quality of product / services like ISI mark, ISO compliance	No.

Contd...2/-

The bid shall not be published in newspapers as per GFR Rules as the estimated value not exceeds the threshold value of Rs.25.00 lakhs. The bid shall be posted on the website of CCIC [www.thecottage.in](http://www.thecottage.in).

As per the tender terms, the tender shall be awarded to lowest financial bidder. In case of two bid system the technical bid shall be opened first and the bidders qualifying the eligibility criteria shall be identified. The financial bid of only those bidders shall be considered for opening who qualify the eligibility criteria in the tender.

The above tender has been modified to suit the specific requirement of the tender by deletions / additions from the standard manual terms notified by Ministry of Finance, Deptt. of Expenditure as under :-

Submitted for approval please.

Arup Sinha  
Dy.Manager Branch Incharge.

Sr.General Manager.